



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Silver Spring, MD 20910  
OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

MEMORANDUM FOR: Michael Nelson, Director  
NOAA Grants Management Division

FROM: John Cortinas, Ph.D., Chairperson *John Cortinas*  
NOAA Research Council Cooperative Institute Committee

SUBJECT: Cooperative Institute Committee Memorandum #3:  
Waiver of Funding Memorandum Requirement for FY06  
NESDIS and NMFS Cooperative Institute Amendments

DATE: June 15, 2006

This memorandum serves as a notification that the requirement for a funding memorandum to accompany each amendment for a new NESDIS and NMFS Cooperative Institute (CI) project, as required in Chapter 4 of the NOAA CI Interim Handbook (p. 26, December 2005), has been waived for FY 2006. According to the CI Transition Plan (CICM #1, September 27, 2005), the CI Committee has the authority to determine which Handbook procedures should be used by NOAA Line Offices (LO) during the transition period.

During the transition period, NOAA will move toward a NOAA-wide approach to managing all CI awards. Although each LO will continue to maintain their CI awards, the Committee will examine each LO's procedures and determine if an alternate NOAA-wide procedure can be used that does not put an unnecessary burden on NOAA and/or the CI.

The CI Committee has determined that the "recommendation for funding memorandum" requirement will place an unnecessary burden on NMFS and NESDIS during the first year of the transition; therefore, this requirement will be waived for NMFS and NESDIS CI amendments during FY 2006. This waiver does not affect any requirement for processing grants and cooperative agreements described in the Department of Commerce Grants and Cooperative Agreements Interim Manual (Feb. 2002).

cc: Richard Spinrad, Ph.D., Chairperson  
NOAA Research Council

Michelle McClelland, Acting Chief  
DOC Financial Assistance Law Division

